

Quarterly-HPR-V LHRC Meeting Minutes

August 6, 2012

City of Norfolk Community Services Board
255 W. Olney Road, Norfolk, VA 23510-1523
(757) 823-1600

Committee Members Present:

Adrienne Benjamin-Scott-Vice Chair
Betty Morgan-Chair
Michael Hires-Secretary

Others present:

Stewart Prost, Regional Advocate's Office
Marian Taylor, Interview for Committee Member

Affiliates Present:

Associates at York, Inc., Kathleen Hooper and Yusef Benberu
Another Level Youth & Family Services, Ronnie Davis, Jr. and Shawndra Umbarger
Fidura & Associates, Sharina Olson and Jennifer Fidura
Heart Havens, Francis Usher
Lucas Lodge, Lisa Lucas-Burke and Jonaquin Stringer
Norfolk CSB, Sandi Lee
Portsmouth Department of Behavioral Health, Gracie Taylor and Elaine Breathwaite
Positive Connections, Inc., Lakisha Spellman
Support Services of VA, Chip Dodd
V & V Adult Group Home, Vernon Johnson

Affiliates Not Present:

Community Empowerment
Compassion House

I. Call to Order – Betty Morgan called the meeting to order at 1:05 pm.

II. Introductions

III. Minutes – A quorum was present. The May 7, 2012 minutes were reviewed, approved with corrections.

IV. Public Comments-There were no public comments.

V. Regional Advocate Report –

Provided an update of current status of OHR. Timothy Jones was hired July 10, 2012 and is in orientation. He will take over some of the LHRCs.

HPR-V LHRC was a seven member committee with four vacancies. A committee special meeting was held July 1. The committee recommended to the state committee that we go to a five person committee. The state committee will consider this request September 6, 2012. If HPR-V LHRC goes to five members,

the committee will need one health care provider and one consumer to fill the current committee vacancies. One person is interviewing today for a committee member seat. Stewart Prost has application forms if any affiliates need one.

Quarterly reports shall be submitted to Stewart Prost and to the committee members two weeks prior to the LHRC meeting. Any items affiliates want on the agenda need to be sent to the committee two weeks in advance as well.

Stewart Prost reminded affiliates the Quarterly Report is a public record so details of abuse cases should not be included on the front sheet. Details should be included on a separate sheet. Affiliates may e-mail the first three pages of the Quarterly Report if they do not include client details. If the report contains client details, the report must be faxed or mailed. Mr. Prost reminded affiliates to fill out the Quarterly Report completely, including the third page. Mr. Prost reminded affiliates to fill out all items, including "Please list the actions you have taken to meet the provider's requirements under section 12 VAC 35-115-250 (A) related to support of the LHRC and recruitment of members as needed." The State Committee can dissolve HPR-V LHRC if this committee does not fill the vacant committee member seats in six months. Mr. Prost may contact affiliates who did not complete the third page for the reports just submitted, and ask them to revise and resubmit their reports. Fidura & Associates commented in other regions they avoid including any personal health information (PHI) in their reports on the first three pages and e-mail them to the committee members. Mr. Prost again directed affiliates to send any reports that contain client information on a separate sheet. Mr. Prost stated he will investigate to make sure LHRCs are being consistent state wide regarding Quarterly Report procedures. The Quarterly Report form is on the DBHDS website.

Mr. Prost reported he has a new fax number; (757) 424-6708. This number goes directly to his office.

Mr. Prost reminded affiliates that all reports should be sent to the Williamsburg, not to Mr. Prost. The reports go to the secretary and she passes them along to the appropriate party. There is a change as of July 1, 2012. Now serious incidents and death notifications go to the central office in Richmond. Reports for such things as pneumonia and falls are to be sent to the central office. If there is any reason to suspect abuse or neglect, the report still gets sent to the OHR.

NCSB asked for mileage reimbursement for committee members. Mr. Prost directed her to work out an amenable solution for the individual and have the Treasurer keep track of the reimbursements. The standard reimbursement rate should be used. Currently, the state reimbursement rate is 55.5 cents/mile. Mr. Prost stated bus day passes can be purchased in advance or the rider can be reimbursed. Mr. Prost also stated taxi fares can be reimbursed.

Mr. Prost reminded affiliated the second half of the members are expected to attend the November 5th LHRC meeting. However, all affiliates are encouraged to attend every meeting. The affiliate secretary (TYSC) will send a reminder to the affiliates who are due to attend the upcoming LHRC meeting along with a reminder to send in the Quarterly Reports.

VI. Provider/Affiliate reports-

AFFILIATE	ALLEGATIONS	FOUNDED ALLIGATIONS	COMPLAINTS	OTHER
Associates at York	0	0	0	
Another Level	0	0	0	
*Community Empowerment	0	0	0	This program is not yet licensed.
*Compassion House	0	0	1	
Fidura & Associates	0	0	0	
Heart Havens, Inc.	0	0	0	
Lucas Lodge	5	2	0	
Norfolk CSB	0	0	1	
Portsmouth Dept. of Behavioral Health	2	0	0	
Support Services of VA	8	0	4	
Tidewater Youth Services Commission	0	0	0	
V & V Adult Group Home	0	0	0	

*Affiliate sent in the Quarterly Report after the LHRC meeting.

VII. Old Business

There were no comments.

VIII. New Business

Positive Connections requested affiliation with HPR-V LHRC. Positive Connections is an intensive in-home program for at-risk youths, ages 5-17. The committee reviewed the program rules of conduct. Mr. Prost asked her to make some changes to the rules. The rules were approved and affiliation was granted.

Portsmouth Department of Behavioral Health Care expanded their outpatient services to provide housing for women in recovery. They purchased two new houses and plan to serve three women in each house. The committee reviewed their program rules.

The rules were approved. The program already had affiliation.

Portsmouth Department of Behavioral Health Care also presented a weapon and conduct policy to start wandering people as they enter their building. They now have a methadone clinic and want to ensure safety. The policy was approved.

Support Services of Virginia requested affiliation for a new sponsored residential site, Harding Home, located in Hampton. This sponsored site is licensed for two placements.

Affiliation approved.

Mr. Prost informed affiliates they may add a location to an existing license prior to getting affiliation with an LHRC. The program needs to send a letter to the OHR, to Reginald Daye's attention, including the address of the new location and the expected date for the location to open. The program may get LHRC approval after the fact. Appointment of Secretary is not Committee business. The affiliates should coordinate this function between themselves. Affiliates should also coordinate to assure that there are refreshments for the meeting.

IX. The committee proceeded to Executive session pursuant to Virginia Code § 2.2-371 (A), for the protection of privacy of individuals and their records in personal matters not related to public business, namely to interview a prospective committee member and review restrictive programs presented by Lucas Lodge.

The committee came out of executive session. Each member certified that to the best of their knowledge that matters only lawfully exempted from open meeting requirements and only such matters for the protection of the privacy of individuals and their records in personal matters not related to public business were heard, discussed or considered.

Mr. Prost reported there were no changes to anything from Lucas Lodge and there was no carryover business.

The committee approved recommending the appointment of Marian Taylor to HPR-V LHRC to the State Human Rights Committee.

The meeting was adjourned.

Respectfully Submitted,
Tim Heiler